Education Information System
Common Mistakes and Helpful Hints

Common Mistakes

General and Upload Errors
– File names did not follow rules - See EIS Quick Reference
– Same file uploaded multiple times - View Transmission Report about 30 minutes after upload to see if successful. Do not upload same file again.
– Failure to archive data after upload - Archive when Transmission Report shows all extract counts balance. If file is not archived, the software will not recognize changes or data that has been deleted. Therefore, no change will be made to the EIS data.
– Data sent for inactive school numbers - Only active school numbers will be accepted
– Failure to consider basic record dependencies in uploads - See EIS Electronic Transmission Schedule for sequence.
– Sending all extract types in the first transmission - See EIS Electronic Transmission Schedule.
– Users fail to review all error report categories – The General Error Report appears first. See EIS Quick Reference for all Error Types to check.

District and School Calendar Errors
– Inconsistent district/school calendar numbers - School must tie to one District Calendar number
– Inconsistent event day type, duration, date - Instructional type for date required if students are in school
– Incorrect use of stockpile events - District declares stockpile plan or individual school can declare stockpile professional development only if district does not stockpile
– Missing events for holidays or non-instructional days - Number of instructional days will be more than planned if all non-school days are not sent
– No Calendar Start/End or Attendance Start/End events - Calendar will be completely wrong
– Student data or classes uploaded before calendars - Calendars should be the first extracts sent for school data.

Student and Staff Errors
– Incorrect Social Security, PIN, or Teacher Number – Many numbers were transposed.
– Student Social Security Number in PIN field also - These are separate fields of data
– Staff Current Assignment Dates were for prior years - Required to be dates for current school year
– Student enrollment, grade, classes, promotions sent for previous year - Any summer school information must be sent for previous school year with correct school year in extract.
– Existing student record modified to set up a new student record – Addition of a student should be with a clean screen.
– Uploaded Special Ed extracts before student records - See EIS Electronic Transmission Schedule for sequence of extracts.
– Staff Social Security or Teacher License Number does not agree with Licensure File - View Staff Licensure File to confirm before entry.

Course and Class Errors
– Use of discontinued course codes - Refer to 2002-03 Correlation of Course Codes for current codes
– Incorrect course codes used for class - Use course code appropriate for teaching method of class (pull out, self-contained, or self-contained-departmentalized)
– Student class assignment date prior to enrollment or re-enrollment date - Must be within enrollment or re-enrollment period
– Pull-out classes not scheduled - All classes must be checked for class size
– Incorrect class type coded for pull-outs or self-contained departmentalized

Helpful Hints

General
– Every district must transmit data to EIS for every active school except Adult - All schools, including Vocational Schools, which submit a Preliminary School Report must transmit data.
– Have sufficient staff with EIS User ID and district upload capabilities
– Two EIS Contacts per district should be designated to assist with error resolution with districts and communication with SDE.
– Provide staff current reference materials from EIS Web Site - Check frequently for updates
– EIS Quick Reference has step-by-step guidance that should be used for navigating EIS.

Creating and Uploading Extracts
– Follow 2002-03 EIS Electronic Transmission Schedule for extract types to upload
– Best to upload only one file per day, view errors the next day, and make corrections before creating another file to upload.
– If successful extract upload is shown on Transmission Report (extract type counts balance), archive data in student management software. If file is created but not uploaded to SDE, an archive should **not** be performed.
– Once an extract type has been uploaded, always select it when creating future extract files so student management software will send extracts for new data, changes, or deleted data.
– Keep backup copy of each uploaded file.

Extract Dependencies
– Basic Record Types that must be loaded correctly before other extract types for that category are:
  · 010 District Calendar
  · 020 School Calendar
  · 030 Class
  · 040 Student
  · 060 Staff
  · 062 Staff Current Assignment
  · 090 Special Ed Student

Error Handling
– Review all Error Report Categories
  · Transmission Report (located in Error Reports)
  · General
  · Calendar
  · School (General, Calendar, Student, Staff, Class)
  · Class
  · Student
  · Staff
  · Block Approval (General, Calendar, School)
  · Deficiency Report (located in Standard Reports (select Type = School, Type = Semester)
– Severity of error can cause rejection of a field or entire extract – Must correct all errors and re-submit
– Districts should establish procedures for error corrections to make sure data gets loaded in EIS
– Error Reports for each uploaded file remain on system for later review
– Can download error messages to an Excel file or Text file
– Block Approval errors are in separate reports depending on type and are re-evaluated daily
– Staff Deficiency errors are re-evaluated daily and the Deficiency Report is updated
– Duplicate student enrollment messages (Block Approval) are removed for all schools when the error is corrected.

Student Enrollment
– Schools should view EIS Student Enrollment History when enrolling new students for social security number, name, enrollment code and dates. This can prevent entering incorrect data.
– Students cannot be active in two schools on the same instructional day.
– The Withdrawal Date is the first day of non-attendance.
– No-show students who do not enroll in the same school at the beginning of the school year should be enrolled and withdrawn on the first attendance day. The new school can enroll the student on his first attendance day.

– There will not be a duplicate enrollment conflict if the student transferred to a school with an earlier start date or during a school break.

Class Scheduling
– Class change time can be included or not included when defining periods for scheduling.
– Lunch and Homeroom
   · Do not have to schedule lunch or homeroom
   · If lunch is scheduled, use course codes 9604 (elementary) or 9304 (secondary)
   · Lunch minutes cannot be included in duration of class time except for elementary
– Self-Contained Classes with Pull-outs
   · Self-Contained Classes must be designated "Traditional" in Class Type.
   · Classes that are pulled out must be designated "Pull-out" in Class Type.
– Self-Contained-Departmentalized Classes
   · Classes that move as a group must be designated as "Self-Contained-Departmentalized" in Class Type.
   · When individual subjects are scheduled with the same teacher for report card purposes, the classes must be designated as "Self-Contained-Departmentalized" in Class Type.

Individual Student Standard Day
– Correct Student Standard Day (SSD) is critical for ADM, ADA, FTEADM and FTEADA calculations.
   · Student Standard Day minutes must be based on the scheduled minutes of the periods. For example,
      7 instructional periods of 55 minutes, SSD = 385
      4 instructional periods of 90 minutes, SSD = 360 and lunch cannot be part of this
      6 instructional periods of 60 minutes and 1 period of 30 minutes for lunch, SSD = 360
      1 self-contained class of 390 minutes and 4 pull-out classes of 30 minutes each, SSD = 390

   · Student Standard Day must not include lunch minutes unless an elementary schedule where lunch time is included within the self-contained class time.
   · Student Standard Day must not have time added for classes that are designated as "Pull-out."

Off-Site Classes
– Classes at a Public School other than student's Primary School
   · Must be enrolled both in Primary School (Home) and Service School (Visiting)
   · Primary School sends extracts for student, enrollment, all classes and attendance with the off-site class information entered in Service District and Service School for the Student Class Assignment.
   · Service School sends extracts for student, enrollment and Student Class Assignments for the visiting student.
– Course codes used at the Primary School can be regular course codes, regular vocational course codes, code 9392 (Off-Site University/Vocational Rehab) or code 9393 (Other Vocational Course at Tech Center).
– Classes taken at a Tennessee Technology Center managed by the Tennessee Board of Regents must be scheduled and include in the Student Class Assignment Service District 999 and Service School 0005. This is necessary for accurate vocational reports.
– If student receives high school credit for a class taken at a University location, it must be scheduled and include in the Student Class Assignment Service District 999 and Service School 0005. This is necessary for accurate reports.

Special Education Students
– Coordinate with special education staff for correct entry in D & A Census and extract file creation
   · Social Security Number, First Name and Last Name must be the same in student management software and D & A software to match in EIS.
   · Every student in D & A should be assigned to a school **within** the district. When services are contracted to another location, that information can be put in D & A "Attending School" field.
   · If the student goes into a district for contracted services, he should not be entered in that district's D & A software. He should only be in his Primary District D & A software.
   · If a Vocational Education class is outside the IEP for the student, the student class assignment must have "Vocational Outside IEP = Yes" for the class. This is necessary for accurate vocational reports.

Suspensions and Expulsions

- All Students are considered active and should be counted in Membership headcount.
- Students with **Special Ed Options 1-10** are considered active and counted in **Membership and Attendance** calculations**.**
- For disciplinary actions that continue from the prior school year, a disciplinary action extract must be sent at beginning of school year with original offense date to continue the action. This will not be counted in disciplinary actions for the new school year.
- Only the last disciplinary action will be counted when there are multiples for the same offense date.

Reminders for 2002-03 School Year

- Enter the Staff Member Current Assignment of Federally Funded for appropriate staff.
- Enter Student Free/Reduced Lunch in Student Classification if eligible.
- Vocational Education FTEADM and FTEADA Reports will include a separate line for "Other Vocational Programs" (VOCM)
- Users must add or delete codes in student management software tables for:
  - Course Codes
  - Vocational Education Program Types
  - Staff Current Assignments
  - Student Classifications

EIS Report Availability

- Information received before 6 p.m. CST will be processed the same business day & available by 6 a.m. CST the next day.
- Information received after 6 p.m. will be processed the next business day & available by 6 a.m. CST the following day.

All Districts shall participate during the 2002-03 School Year

- Request User Ids for staff that need access to EIS data
- Train staff on business rules, use of EIS, and error correction
- Include district and school staff involved with attendance, Special Ed, and student management software entry
- Compare Paper Reports and EIS Reports to make sure they both are correct.
- Make corrections to data at local school level in student management software.
- Evaluate EIS and Student Management software for possible problems and report to the Help Desk.
- Enter District Approval online for EIS Reports when correct.
- Funding for 2003-04 will be based on 2002-03 Electronic Data.

Vendor Participation

- Districts can select the software vendor product that best meets their individual needs.
- Selected vendor software must meet State extract and reporting requirements through testing.
- Vendors are provided with a limited amount of SDE test data and scenarios to process and produce EIS extracts and reports that agree with SDE expected results.
- Status and test results of each vendor's testing are posted on the EIS web page at http://www.state.tn.us/education/sm_menu.htm
- D & A Census Program software must be used for Special Ed reports and extracts for EIS.

Education Information System

- EIS Help Desk
  - Phone: 1-800-495-4154 or (615) 532-6215
  - Email: eis.help@state.tn.us
- All EIS Information and Examples will be updated on the EIS Web Site at
  - http://www.state.tn.us/education/sm_menu.htm